

DD / S R E G I S T R Y

FILE Training 6

10 AUG 1965

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Participation by DCI and DDCI in Midcareer Course No. 7

1. This memorandum suggests action on the part of the Director of Central Intelligence and the Deputy Director of Central Intelligence. This action is contained in Paragraph 3.

2. We are hopeful that both Admiral Raborn and Mr. Helms can participate in the forthcoming Midcareer Executive Development Course.

3. We would like to have the Director deliver a fifteen to twenty minute address during the opening session of the Course, and to have Mr. Helms make the closing address and present graduation certificates on the final day. We would be equally pleased, of course, to have the order of appearance reversed.

4. The initial session of the Course is scheduled to be held on Wednesday, 8 September 1965, in Room 7D64 Headquarters Building. The talk by the DCI or the DDCI is planned for 1326 hours. However, it can be arranged for any time between 1330 and 1530 hours. The address might be in the nature of a welcome to the members of Mid-career Executive Development Course No. 7 and might include observations concerning the value to the Agency of the Course and of the Midcareer Training Program. The talk might touch upon the need for managerial know-how, for the highest standards of professionalism in all aspects of the Agency's endeavors, and for increased awareness of the problems and opportunities facing the U.S. Government both at home and abroad.

5. The graduation ceremony is to take place at about 1530 hours on Friday, 22 October 1965, at 1000 Glebe Road. However, if it will make it easier for the DCI or the DDCI to participate, we will arrange to hold the session at the Headquarters Building at an acceptable hour during that afternoon.

JOHN RICHARDSON

for
MATTHEW SAIRD
Director of Training

CONCUR:

SIGNED R. L. Bannerman

12 AUG 1965

Deputy Director for Support

Date

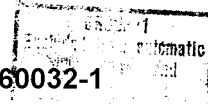
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OTR/MSOC/[] mac (10 Aug 65)

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TO:		DATE
Mr. Bannerman (via Mr. Warfield)		11 August 1965
ROOM NO.	BUILDING	
REMARKS:		
Recommend your concurrence.		
VRT		
FROM:		
ROOM NO.	BUILDING	EXTENSION